



## **SMOKE FREE TOBACCO FREE CAMPUS WMHI WORKGROUP- Winnebago Room MINUTES FOR 6-23-2005**

**MEMBERS PRESENT:** Dr Arong, Bob C, Marilyn Clarenbach, Connie Hannemann, Marla Hill, Mary Kotschi, Mike Leuthold, Jeff Manning, Joann O'Connor, Larry Schomer, Natalie Stenson, Sterling.

**MEMBERS ABSENT:** Ronecka Baker, Ben Eggum, Sharon Haberkorn, Greg Hurlbut, Rita Kennedy, William K, Larry Lautenschlager, Mary Nitz, Jennifer Rew, Diane Shaw, Karen Wright.

### **Task List/Agenda Items:**

#### **1. Patient and Staff Assessment Surveys**

Natalie reported that she has received 160 staff responses. Of those, 29 have indicated they desire a survival kit. Several had questions such as where is the money coming from (WC funds)

**ACTION:** Joann will compile the questions, provide answers and Natalie will post appropriate on site on the WMHI intranet web site.

Unit Assessments are progressing, no issues have been noted. Some patients have expressed they will continue smoking, no matter what. Others are seeing this as an opportunity to quit.

**ACTION:** Joann to check with Bev Pezewski that the assessments for all new admissions are appearing in the medical record. (done)

#### **2. Survival Kit**

Natalie presented a prototype of the Survival kit which included literature, brochures, a stress ball (shape of a fire extinguisher), water bottle, lip balm, etc. – very nicely done! Survival kits are available by requesting one from a Peer Counselor, one of the Smoke Free/Tobacco Free Workgroup, Unit Directors, or from Natalie.

**ACTION:** 1. Mary Rushing and the New Directions patient group have volunteered to assemble all the Survival Kits.

2. A sticker with wording such as “This is your survival kit – Good Luck!” to be placed on the front of the Survival Kit (made up by Natalie).

3. How to obtain a survival kit will be placed on the WMHI intranet web site by Natalie.

4. Natalie explore getting hand held games for the kits and swizzle sticks

#### **3. PEER COUNSEORS**

To date, 19 individuals, staff and patients, have been trained as peer counselors. Each counselor will receive a binder that contains: letter of appreciation, FAQ's, information on Tobacco Use and Dependency, Forms, list of resources (and how to obtain), list of peer counselors, pharmacology, facts and myths, tips for quitting, the Quit Plan.

**ACTION:** 1. Marilyn will make up binders and add the Policy, a list of where the CD's are, and how to obtain Survival Kits.

2. Marilyn will have a general meeting with peer counselors to hand out the binder and to be available for questions.
3. Connie Hannemann to talk with the Adult 1 Service about getting a peer counselor for PH and FBTU.

#### **4. Unit PLANS**

The group reviewed the guidelines that Joann had compiled from previous meeting discussions. The group agreed that this was sufficient to provide some direction for the Units and that each unit could use this to develop specific plans pertinent to their unit. Discussion then asked the question of whether non-clinical areas should also have a plan. This to be placed on the next meeting's agenda.

**ACTION:** Connie and Marla to present at the July 12 Clinical Managers' meeting for input. A draft unit plan for each unit is due to Joann by August 1, and a final plan is due September 1.

#### **5. Education efforts review – posters, Library, Best Practices group, Unit, Mini News, Web Site**

Library – special section set aside for smoke free/tobacco free materials, list of resources updated and published on web site, Mini News articles appearing weekly. Mary K. has been sending the list to Natalie to distribute throughout the facility.

Best Practices group – first of the video sessions was on June 21 in Petersik Hall Cafeteria with the video “Kicken Butts” and Dr. Siddiqi the featured speaker on the topic of addiction. Ice water and popcorn were served. 19 people attended, 16 of which were patients. The session was well received. A repeat of this session will be June 28 from 2:40-3:30 in the Gordon Hall Cafeteria. The next topic will be in July and feature Diane Mechefski as the presenter talking about stress reduction.

**ACTION:** continue to publish and distribute literature.

#### **6. Booth at safety Training**

Tim Schlosky, from Staff Development and coordinator of the Health and Safety Training in October 2005, suggested an informational booth that can be done on site in the Chapel meeting room and provided on line. Topics need to be focused and relevant to needs of that time. Suggestions included health benefits, WMHI Policy, IQ numbers and cards, pharmacotherapy (article by Dr. Arong), and materials from the peer counselor binders, link to the web site, etc. A display board would be a good attention-getter.

**ACTION:**

1. Natalie and Marilyn volunteered to put this together for the October training.
2. Natalie have Mike waters set up a link from the on line Health and Safety training TO the tobacco free intranet page.

#### **7. Booth at Big Event**

Group agreed that many of the same things that would be put together for the H&S training could be used for the Big Event. In fact, as the Big Event comes before, there will be some experience of what best to include for the H&S Training.

**ACTION:** Natalie and Marilyn to coordinate for the September 10, 2005.

8. **Staff hours at gym** – tabled to next meeting as Rich was not available for today's meeting. Looking at having expanded regular hours for the fitness center.

#### **9. Food provisions**

Some suggested food items include crackers, string cheese, frozen berries, popcorn, veggies and dip, grahams, etc. Units are asked to discuss what would work best for them and how best to go about that.

**ACTION:** Marla to raise at the next Unit Manager's meeting on July 12, and bring to next meeting.

#### **10. Rubber stamps**

They have been ordered – Joann to check on the number

#### **11. Notification of visitors**

Bob had prepared a small flyer (@ 1/3 of a page) that could be handed out to patients' visitors. The group agreed that it was quite good with just a few changes. These would be good to have ready to hand out at the Big Event.

**ACTION:**

1. Natalie will do the formatting including the logo, putting in the web site address, etc. and have it ready for the next meeting. Natalie will develop an internet page to post on the notification form.
2. Connie will pass out forms to Unit Directors July 12 meeting.
3. Forms will be available at the Big Event booth.

**12. Signs – update – Jeff Manning**

Jeff reported that he got agreement from DACC on the signs and will need to confirm yet with WRC. Posts will cost more than the signs.

WMHI	29 small	11 large	\$1738
WRC	8 small	2 large	\$ 237
DACC	3 small	2 large	\$160

**ACTION:** Jeff to confirm with Byran Bartow about the number and location of signs. Once approved, will go ahead and order.

**13. Wall Lighters**

The wall lighters could pose a safety hazard.

**ACTION**

Jeff will have all wall lighters removed during September

**Future agenda**

**Change Stress Inventory**

**NEXT MEETING : July 14, 2005**

**NOTE:**

July 28th meeting will be canceled

Aug 11, 2005 held as usual

August 25th meeting time change to 8:30 AM

**Suggested Agenda topics:**

- Plan for non-clinical staff areas
- Who gets rubber stamps
- Gym and fitness center hours
- Food provisions
- Unit Plans
- Schedule for BIG EVENT BOOTH
- Letters that need to go out – who and when
- Follow-up on this meeting's action items